

CENTRAL INTELLIGENCE AGENCY
PERSONNEL OFFICE

SECRET

PERSONNEL DIRECTOR

Responsible for administration of an agency-wide personnel program, including: the formulation of over-all personnel policy; the efficient operation of programs for personnel procurement, placement, position classification and wage administration, personnel relations and welfare, and testing; the maintenance of appropriate supporting personnel record-keeping operations; the inspection and review of all phases of the personnel program, field and departmental; and the conduct of such personnel research activities as are required to support operational programs. Represents the Agency in liaison activities with the U. S. Civil Service Commission, the Federal Personnel Council, the Selective Service System, components of the Department of Defense, and other Federal agencies in connection with personnel policies, problems and operations.

PERSONNEL STUDIES AND PROCEDURES STAFF

Surveys, reviews and reports to the Personnel Director on all phases of the personnel program, field and departmental; develops and coordinates legislative, budgetary, procedural, and reporting requirements; plans, develops and conducts studies of personnel office organization, staffing, standard operating procedures, and special management projects and studies as required.

PERSONNEL DIVISION (OVERT)

Responsible for administering the placement, testing, personnel relations, and transactions and recordkeeping operations of the personnel program servicing overt components of the Agency and the National Security Council, and additionally for providing testing services for covert activities; advises operating officials with respect to personnel policies, problems and activities; participates in the development of over-all personnel policies, procedures, standards and regulations; develops and maintains coordination of phases of the over-all personnel program for which the Division has jurisdiction with other divisions of the Personnel Office.

PERSONNEL DIVISION (COVERT)

Responsible for administering the placement, personnel relations and transactions and recordkeeping operations of the personnel program servicing covert components of the Agency; develops methods for integrating overseas Agency employees into other organizations and provides services to facilitate such assignments; advises operating officials with respect to personnel policies, problems and activities; participates in the development of over-all personnel policies, procedures, standards and regulations; develops and maintains coordination of phases of the over-all personnel program for which the Division has jurisdiction with other divisions of the Personnel Office.

MILITARY PERSONNEL DIVISION

Responsible for the procurement, assignment, administration and disposition of military personnel detailed to the Agency from military departments of the Department of Defense; conducts necessary liaison with appropriate components of the Department of Defense; maintains necessary records pertaining to military persons and prepares such reports concerning military personnel as are required.

PERSONNEL PROCUREMENT DIVISION

Responsible for planning, coordinating and directing programs for developing, locating and drawing upon sources of personnel to keep the Agency adequately staffed; maintains effective relationships with other components of the Personnel Office and with operating officials to be continually informed of current and anticipated personnel requirements; insures effective interviewing of applicants calling locally; reviews and screens all applications to determine most appropriate referral; maintains files of application materials.

CLASSIFICATION AND WAGE ADMINISTRATION DIVISION

Responsible for allocating Agency and NSC positions; develops Agency classification standards; conducts wage administration activities for ungraded positions and indigenous and foreign nationals employed at foreign stations, and job evaluation services and guidance pertaining to salaries of agent personnel; directs, coordinates and conducts job analyses, surveys of existing positions and the development of position descriptions; advises and consults with operating officials on classification activities and problems; collaborates with the Advisor for Management in connection with the establishment of Tables of Organization.

PLACEMENT BRANCH

Plans and conducts the placement program through the development of internal placement resources for securing maximum skills of employees; advises and consults with operating officials

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RECRUITMENT BRANCH

Plans and directs programs of field recruitment operations for procurement of executive, administrative, professional, technical and clerical

CLASSIFICATION BRANCH I

Administers the Agency position classification and wage administrative program for positions located within the Office of Special Operations; all-

PLACEMENT BRANCH

Plans and conducts the placement program through the development of internal placement resources for securing maximum skills of employees; advises and consults with operating officials to establish staffing objectives and coordinates such information with the Personnel Procurement Division; administers within-service promotion program; conducts follow-up on employee placements to determine effectiveness of the procurement and placement program; develops qualifications standards for overt positions.

PERSONNEL RELATIONS BRANCH

Conducts employee counseling program designed to provide employees with counseling and guidance on matters affecting personal adjustment, work productivity and job satisfaction; plans and administers programs of employee services and activities such as: housing, recreation, hospitalization, car pools, child care, education, blood donor work, and fund-raising campaigns; reviews and recommends appropriate action in employee disciplinary cases; promotes constructive handling of employee grievances.

TESTING BRANCH

Provides personnel testing and evaluation service for all Agency components; selects, devises and validates tests of aptitude, information and proficiency; supervises and maintains control of provisionally cleared employees during their period of temporary employment in the Agency; plans and conducts non-operational skills training programs.

TRANSACTIONS AND RECORDS BRANCH

Processes personnel actions for accessions, changes and separations for employees of all overt departmental and field positions; maintains controls over positions, over actions in process, and over pending security clearances; maintains central employee files for overt personnel; prepares regular and special reports; interprets and insures application of general Federal and Agency policies and requirements relating to personnel transactions.

PLACEMENT BRANCH

Plans and conducts the placement program through the development of internal placement resources for securing maximum skills of employees; advises and consults with operating officials to establish staffing objectives and coordinates such information with the Personnel Procurement Division; administers within-service promotion program; conducts follow-up on employee placements to determine effectiveness of the procurement and placement program; develops qualifications standards for covert positions.

PERSONNEL RELATIONS BRANCH

Conducts employee counseling program to provide employees with counseling and guidance on matters affecting personal adjustment, work productivity and job satisfaction; plans and administers programs of employee services and activities such as: housing, recreation, hospitalization, car pools, child care, education, blood donor work, and fund-raising campaigns; reviews and recommends appropriate action in employee disciplinary cases; promotes constructive handling of employee grievances.

TRANSACTIONS AND RECORDS BRANCH

Processes personnel actions affecting covert departmental, field and overseas positions; controls positions, actions in process and pending security clearances; maintains employee files for covert personnel; prepares regular and special reports; insures application of general Federal and Agency personnel policies relating to personnel processing; maintains liaison with cover agencies to integrate covert overseas employees.

RECRUITMENT BRANCH

Plans and directs programs of field recruitment operations for procurement of executive, administrative, professional, technical and clerical personnel; interviews applicants personally, calling at the departmental offices, and reviews and screens mail applications; maintains liaison with supply sources such as the United States and state Employment Services and the Civil Service Commission.

ADMINISTRATIVE BRANCH

Performs administrative operations required to support technical recruitment activities; establishes, maintains and controls application files; prepares letters and form materials relating to recruitment operations; receives, distributes and dispatches mail; maintains file of active recruitment requisitions; issues periodic lists of vacancies.

CLASSIFICATION BRANCH I

Administers the Agency position classification and wage administrative program for positions located within the Office of Special Operations; allocates positions to a proper title, series and grade; conducts surveys of positions to keep allocations current; supervises and coordinates wage administration operations; provides guidance and service in connection with salaries of agent personnel.

CLASSIFICATION BRANCH II

Administers the Agency position classification and wage administrative program for positions located within the Office of Policy Coordination; allocates positions to a proper title, series and grade; conducts surveys of positions to keep allocations current; supervises and coordinates wage administration operations; provides guidance and services in connection with salaries of agent personnel.

CLASSIFICATION BRANCH III

Administers the Agency position classification and wage administrative program for positions located in the intelligence components and the support offices; allocates positions to a proper title, series and grade; conducts surveys of positions to keep allocations current; supervises and coordinates wage administration operations.

STANDARDS AND REPORTS BRANCH

Directs the development of classification standards and specifications; conducts special studies necessary for the effective administration of the Agency classification and wage program; prepares regular and special reports as required.

Prepared by Personnel Studies and Procedures Staff, 2 July 1951

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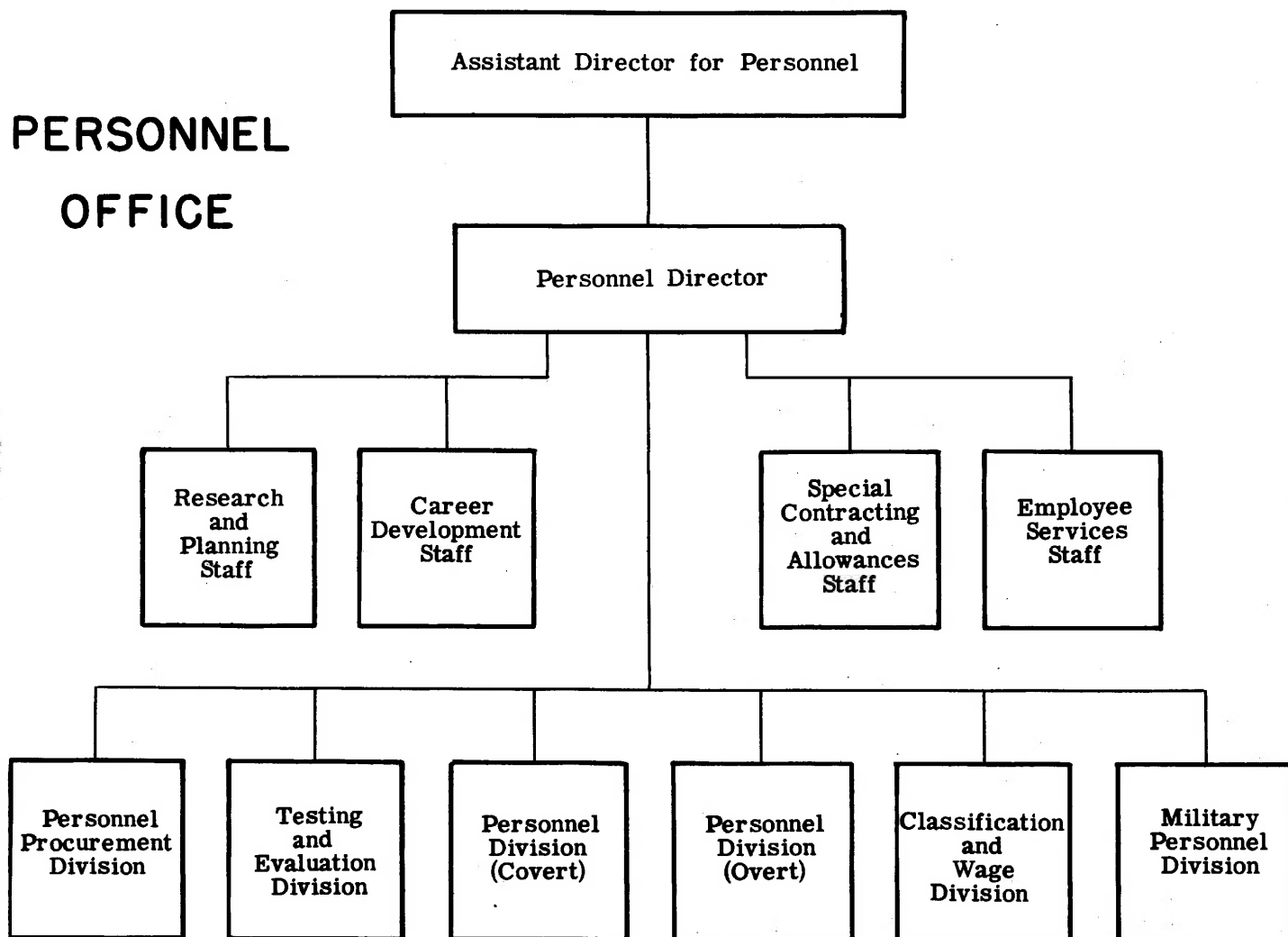
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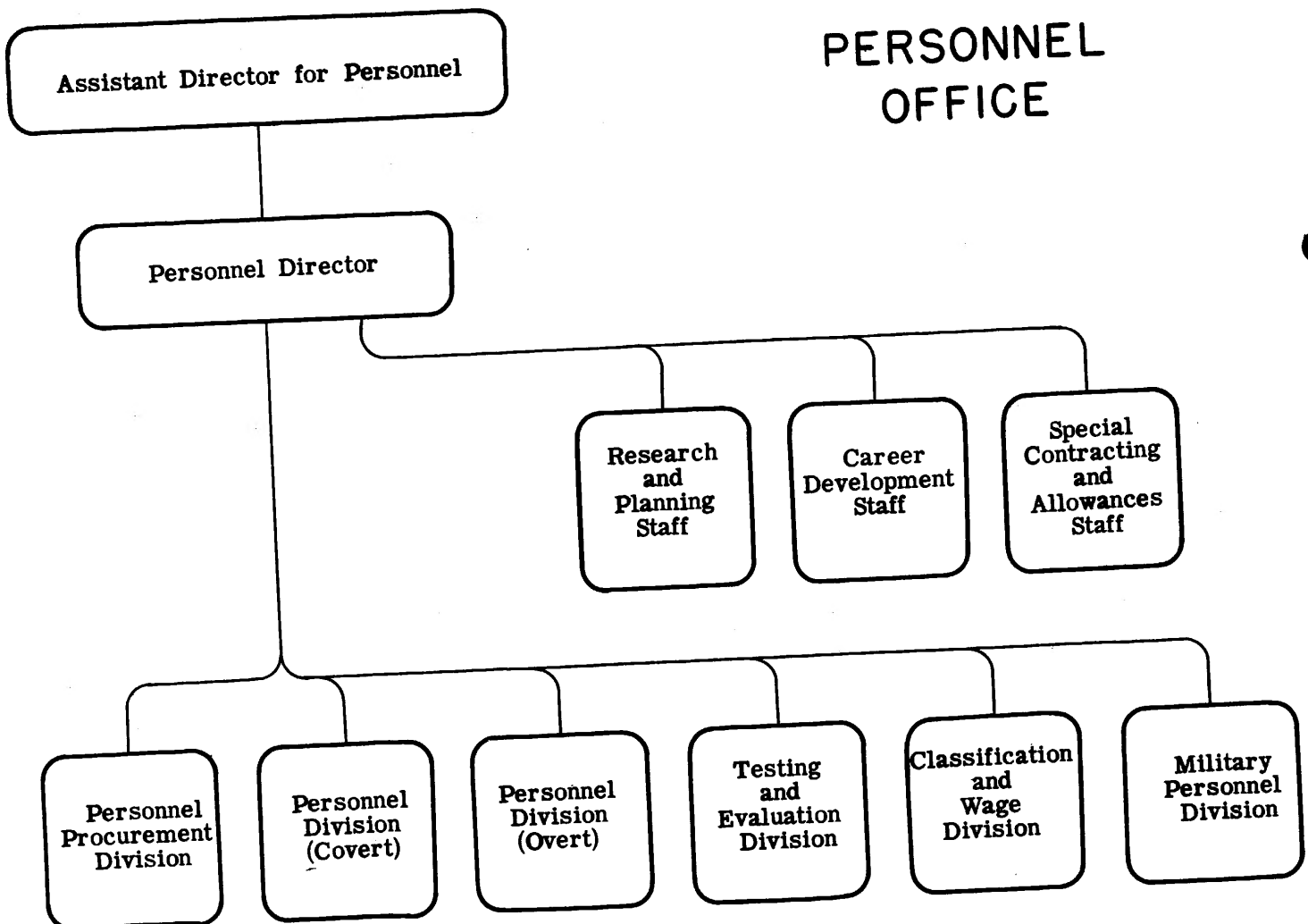
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